

~~SECRET~~

Tab B

Clerical Training Course Schedules and Enrollment

<u>Course Titles</u>	<u>Hours</u>		<u>Number of Students</u>	
	<u>Per Day</u>	<u>Per Week</u>	<u>1955</u>	<u>1956</u> <u>1 Jan.-15 June</u>
<b>Clerical Induction Training (New Employees)</b>				
Shorthand	1 1/2	7 1/2		
Typewriting	3/4	3 3/4	645	109
Geography	3/4	3 3/4	688	162
Grammar	3/4	3 3/4	1296	411
Punctuation and Capitalization	3/4	3 3/4	1251	411
Word Usage	3/4	3 3/4	1207	383
Filing	3/4	3	1038	354
Totals	6	29 1/4	811	412
			1306	416
<b>Orientation Training (Duration 2-3 days)</b>				
Briefing	3/4			
Outside Speaker	3/4			
U.S. Gov't.	1 1/2			
Organization (CIA)	3/4			
Physical Layout (CIA)	40			
Memos (CIA)	min.			
Telephone Techniques	3/4			
Telephone Lab.	3/4			
Totals	1			
	6 25	6 25		
	min.	min.		
Classif. of Documents	1			
Use of CIA Forms	55			
Communism	min.			
Agency Filing	1			
Orientation Test	20			
Area Studies	min.			
Office Protocol	3/4			
Mechanism of Correspondence	25			
Totals	55			
	min.			
	6 40	6 40		
	min.	min.		

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	<u>Per Day</u>	<u>Per Week</u>	<u>1955</u>	<u>1956</u>	
Agency Correspondence	4				
Typing Shortcuts	1 1/2				
Discussion and Classification of Notes	1				
Totals	6 1/2	6 1/2	Clerks	322	101
			Typists, Stenogs	600	232
			Sectys	1122	333

**Clerical Refresher Course**  
(Duration 4 Weeks)

On Board Employees

<b>Typewriting</b>				
Techniques Review	1	5		
Advanced Typewriting	1	5		
Shorthand Theory	1 1/2	7 1/2		
Review				
Introductory Shorthand Dictation	1	5		
Intermediate Shorthand Dictation	1 1/4	6 1/4		
Advanced Shorthand Dictation	1 1/4	6 1/4		
English Usage	1 1/4	6 1/4		
Totals	8 1/4	51 1/4	602	266

Special Courses\*

<b>Math. (Duration 4 weeks)</b>				
1	2			11
FDD Typing (Duration 6 weeks)	1	4		17
Rhetoric Review (Duration 6 weeks)	1	3		10
Totals	3	9		38

\* A number of special training activities were also conducted, by request of the operators: Typing Training for professional employees; specialized instruction in English usage and correspondence procedures; basic mathematics for statisticians; and special group and tutorial instruction concerning business machines and office procedures.